



# Lions Quest *Skills for Action*

## Workshop Addendum

### Steps to a Successful Two-Day Workshop

To help workshop participants understand the power of service and how it can be used to stimulate learning, all participants will take part in a service project on the afternoon of day one. This gives each person an opportunity to experience firsthand the process they will be guiding students through – preparation, performance of service, and reflection. Workshop sponsors may wish to enlist the help of a community member in locating appropriate sites and coordinating the service experience.

### Service-Learning Experience Requirements

Service sites where participants can perform a short service project. A variety of service projects should be selected to give participants a choice. Different sites will also give participants greater exposure to the diversity of service opportunities. Typically, one site can accommodate only 6-10 participants.

Transportation to and from service sites. Group transportation is preferred. Suggested options include a school bus, cars and vans driven by local Lions members, or a hotel van service.

Detailed maps and instructions to service sites. Maps and instructions are especially important if participants are driving or using public transportation.

### Criteria for the Sites

- Site should accommodate a minimum of three participants.
- Projects should be of interest to participants.
- Participants should be able to work together on a task.
- Participants should be able to see the immediate impact of their service.
- Site should involve no cost to the participants.
- Site should involve minimal physical risk and no heavy lifting/labor.
- Service experience should be achievable within one hour and 30 minutes, including any orientation time provided by on-site staff.
- Service site should be within a 15-20 minutes drive of the workshop site. Public transportation is acceptable.

### Finding the Sites

If you need a list of possible sites, consider contacting your local Lions club. Explain that you are organizing a teacher workshop that involves participation in a short community service project. Ask for suggestions of agencies or organizations that are familiar with service projects or use volunteers on a regular basis.

Agencies that typically welcome a one-time volunteer experience include soup kitchens, nursing homes, homeless shelters, community agencies, animal shelters, transitional housing complexes, and local park or recreation facilities. Where possible, work with the agency staff to arrange a variety of activities from which participants can choose. If you would like service ideas before you contact prospective agencies, please contact Lions Quest at 1-800-446-2700 to discuss possibilities.

## **Making Contacts**

When contacting the potential site, ask to speak with the person who organizes volunteers or service projects. Explain that you are helping to organize a workshop for high school educators, designed to help them learn how to set up student community service programs. Explain that you are trying to recruit two or three agencies willing to host a group of workshop participants at their agency to complete a short (1 hour and 30 minutes) service project.

If the agency is interested, provide the date and time and ask what types of projects might be possible, how many people they can accommodate, and if they can provide a staff member to orient the participants to the project.

## **Service Site Responsibilities**

In selecting service sites, please keep in mind the following guidelines for service site responsibilities. It may be helpful to send your contact a copy of these guidelines.

Each service site should:

- Have someone who is knowledgeable about the organizations' day to day operations present a 5-10 minute overview of the program.
- Have a thorough, written plan/description of the task on which each individual or group will be working. This will allow the participants to be fully utilized in the event that the contact person is not available for the duration of the project.
- Try to provide an experience that involves direct service – working directly with clients. However, indirect service – working on shelving food at a food bank, painting, cleaning – is acceptable if it is clearly explained how the service benefits clients.
- Ensure the physical safety of all participants by avoiding service experiences that put people at risk (painting that involves climbing on ladders, etc.)
- Ensure that service activities can be achieved in the 1.5 hour service time allotted.

## **Additional Sponsor Responsibilities**

- 1.** Four weeks prior to the workshop, secure service sites according to the Service-Learning Experience Requirements above. Arrange transportation to and from the service sites for the participants and trainer.
- 2.** At least two weeks prior to the workshop, send a written confirmation of the arrangements to the service site contacts and send the attached Service Learning Experience Information form to Lions Quest.
- 3.** Make a final call the day before the workshop to the service site contacts to confirm the service arrangements.

# SFC Two-Day Workshop Agenda

## Day One

- 8:00 – 8:30** Registration
- 8:30 – noon** Welcome  
Building our Own Community  
Setting Workshop Standards  
The Who, Why and What of Lions Quest Skills for Action  
Materials Review  
Model a Session
- 12:00 - 12:45** Lunch
- 12:45 – 4:00** Service-Learning: Getting our Feet Wet  
Service-Learning: The Experience  
Reflecting on our Experience  
Closure

## Day Two

- 8:30 – noon** Community Building  
Making it Work for our Students  
The Instructor's Role  
"Now it's Your Turn" Planning
- 12 – 12:45** Lunch
- 12:45 – 4:00** Session One Presentations  
Session Two Presentations  
Reflecting on "Now it's Your Turn" Questions & Possibilities  
Evaluation  
Closure

### **Program Goals**

- Support the development of responsible, healthy, caring young people through a home-school-community partnership.
- Assist students in learning and applying key personal, social, employability and academic skills.
- Actively involve young people in addressing real-life issues and problems, and making meaningful contributions to the world around them.
- Reinforce positive values: honesty, responsibility, self-discipline, and respect for and service to others.
- Promote the understanding and appreciation of social, cultural, and ethnic diversity.
- Help students develop the skills to resist alcohol and other drugs and to resolve conflicts without violence.

## Service-Learning Experience Information

Please complete and return to Lions Quest at least two weeks prior to the start of the workshop.

Workshop Date: \_\_\_\_\_ City, State \_\_\_\_\_

Workshop Contact: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Phone \_\_\_\_\_ Fax: \_\_\_\_\_

How many sites have you arranged for the service-learning experience? \_\_\_\_\_

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Please provide the following information for each site:

**Site 1** Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name, Title of Site Contact: \_\_\_\_\_

Please describe the service site and proposed project experiences:

How will participants be transported?

Directions to the site from the workshop location:

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**Site 2** Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name, Title of Site Contact: \_\_\_\_\_

Please describe the service site and proposed project experiences:

How will participants be transported?

Directions to the site from the workshop location:

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